



City of Gresham
Business Licensing

1333 NW Eastman Parkway
Gresham, OR 97030-3813
(503) 618-2370

Rental License Application

Every person who maintains or operates a residential rental unit within the city must first obtain a rental license.

A residential unit is a dwelling containing one or more separate living quarters, one or more of which is rented, leased or let in exchange for full or partial monetary compensation. These shall include rental houses, cottages, mobile homes, duplexes, apartments, condominiums and rooms in a lodging house. (City Code 9.55.010-030)

The Rental License fee is an annual nonrefundable fee. It is effective for a 12 month period, beginning on the first day of the month that it was applied for. A late fee of \$5.00 (or 10% per annum - whichever is greater) will be charged to all accounts for each 30 days in which the license fees are not paid after the original bill is mailed.(City Code 9.55.030)

Rental Property Information:

Property Name or Owner's Name			Number of Units:	
Address				
City		State	Zip	
Phone				
Emergency Contact:		Emergency Phone Number:		

Owner Information:

Name			
Address			
City		State	Zip
Mailing Address (if different):			
City:		State	Zip
Home Phone:		Cell Phone:	
Email Address:		Fax Number:	

Owner Signature (or representative):

Date:

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****SEE REVERSE SIDE FOR RATE TABLE****

• 1-2 Residential Rental Units:	\$55 per unit per year
• Next 3-12 RRU's:	\$45 per unit per year
• Next 13-100 RRU's:	\$35 per unit per year
• Next 101-200 RRU's:	\$30 per unit per year
• Next 201+ RRU's:	\$20 per unit per year

Instructions:

1. Enter the name of the rental property (Apartment Complex) or the Owner's name.
2. Enter the rental property address.
3. Enter all owner information. If you are using a property management company, please list their address in the mailing address section.
4. Sign and date your application.
5. Be sure to include the license fee.

Office Use Only:

Total # of Units		Payment Amount:	
License Number:		Date:	
		Clerk's Initials:	